

## **ASSISTANT POLICE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

Assists the police chief in the planning, direction, and supervision of operations of the police department and performs related work as required.

Work of this class involves personal performance and supervision of other employees in important and varied phases of police work and requires a high degree of responsibility and skill in the proper execution thereof. This class ranks immediately below that of police chief and in the chief's absence the assistant police chief temporarily assumes full command and responsibility for operations in keeping with and following the policies of the police chief or appointing authority. The assistant police chief is subject to call at all times.

### **EXAMPLES OF WORK**

(NOTE: These examples indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Assists the police chief in planning, directing, and supervising the activities of the department.

Acts in the capacity of chief any time the chief is absent.

Instructs subordinates as to departmental methods, procedures, and policies.

Assigns tasks to subordinates and reviews operation.

Directs raids and makes arrests as necessary.

Reviews all arrests made while on duty or in the absence of the chief.

Conducts the investigation of major crimes committed in the city.

Performs special law enforcement or investigation duties as may be personally assigned by the chief.

Keeps records, prepares reports, and answers correspondence as may be necessary or required.

Assists the chief in promoting harmony within the department.

Performs related work as required.

**QUALIFICATION REQUIREMENTS**

Must meet all requirements of The Municipal Fire and Police Civil Service Law.

Must be a regular and permanent employee in good standing in the class of Police Lieutenant.

Must have not less than five (5) years of law enforcement experience.

Must have a high school diploma or a certificate of equivalency issued by a state department of education.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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